



**CITY OF NEWPORT**  
**DEPARTMENT OF FINANCE & ADMINISTRATION**  
**LICENSE DIVISION**  
**(859) 292-3660**

**REINSTATEMENT OF RENTAL DWELLING LICENSE**  
**ALL FEES ARE PAYABLE AT THE TIME OF APPLICATION**

**CN-25B**

**APPLICATION INFORMATION**

NAME OF APPLICANT \_\_\_\_\_

TRADE NAME OR DBA \_\_\_\_\_

**MAILING ADDRESS**

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CHECK TYPE OF OWNERSHIP ☐ SOLE OWNER ☐ CORPORATION ☐ PARTNERSHIP

**CORPORATE INFORMATION**

If owner is a corporation, please list corporate name exactly as it appears on your state and federal tax return.

Corporate Name \_\_\_\_\_ Date and State of Incorporation \_\_\_\_\_

**OWNER(S) OF BUSINESS**

If an individual, provide full name, residence address and telephone number.

If a partnership, provide name, residence address and telephone number of each partner.

If a corporation, provide name, address and telephone number of the chief operating officer.

NAME/ADDRESS	TITLE	TELE. NO.

**IF CORPORATION, NAME AND ADDRESS OF AGENT FOR SERVICE OF PROCESS**

NAME	ADDRESS

P.O. BOX OR COMMERCIAL MAILING ADDRESSES ARE NOT ACCEPTABLE

**MANAGEMENT OF THE PREMISES**

List duly authorized representative who is responsible for operating and managing the property in the City: IF OWNER, WRITE SAME

Name \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

Residence Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Emergency # \_\_\_\_\_

Signed **X** \_\_\_\_\_

Sworn and subscribed to me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**X** \_\_\_\_\_ Notary Public State of \_\_\_\_\_

My commission expires \_\_\_\_\_

PROPERTY INFORMATION

**THE REINSTATEMENT FEE FOR A RENTAL DWELLING LICENSE IS \$500.00 PER UNIT**

Each initial written application shall be accompanied by a Release Of Condemnation letter from the Code Enforcement Division.

REGULAR RENTAL AND RENEWAL FEES

For property purchased after July 1 this fee is prorated as follows:  $7/1 \cdot 12/31 = \$40.00$  per unit  
 $1/1 \cdot 6/30 = \$20.00$  per unit

A penalty of 50% shall be added if payment is made more than 15 days past the due date and the prorated fee shall NOT apply if the payment is made more than 15 days past the due date.

Please list all the property addresses and the numbers and types of units in the spaces provided. List each unit within separately.

PROPERTY ADDRESS	DATE OF PURCHASE	FLOOR NO.	UNIT NO. OR LETTER

TOTAL UNITS \_\_\_\_\_ (\$500.00 PER UNIT FOR REINSTATEMENT) Per Chapter 99 (Newport Code Of Ordinances)

TOTAL FEES DUE \_\_\_\_\_

MAKE PAYABLE TO: CITY OF NEWPORT DEPT. OF FINANCE RENTAL DIVISION RETURN TO: P.O. BOX 1090 NEWPORT, KY 41071-0090
-------------------------------------------------------------------------------------------------------------------------------

I hereby certify that all the information and statements herein are true and correct. Further, I understand that acceptance of this form by the Finance Department does not constitute approval.

Signed **X** \_\_\_\_\_

Official Title \_\_\_\_\_ Date \_\_\_\_\_  
 (Owner, Officer, Partner, Member, Agent, etc.)

PROPERTY APPROVAL

All property locations must be inspected and approved by the following City Departments if applicable. No license can be issued until the properties have all the necessary approvals.

**X** \_\_\_\_\_ DATE \_\_\_\_\_  
 Zoning Administrator (859) 292-3637

**X** \_\_\_\_\_ DATE \_\_\_\_\_  
 Building Inspector (859) 292-3637

**X** \_\_\_\_\_ DATE \_\_\_\_\_  
 Fire Inspector (859) 292-3615

ISSUANCE OF THE LICENSE IS:

\_\_\_\_\_ Approved  
 \_\_\_\_\_ Approved Conditionally (Conditions attached)  
 \_\_\_\_\_ Denied

Date this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**X** \_\_\_\_\_  
 License Inspector

In the event that any of the information required in this application should change, the applicant shall within fourteen (14) days notify the Chief Financial Officer or his/her designee in writing.

Any person who allows any rental dwelling to be occupied or rented to another without filing the necessary application form to obtain a license may be subject to civil or criminal penalties or both.